

Transportation Improvement Program (TIP) Guidebook for Project Sponsors

12/18/19

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Introduction

The TIP Guidebook was developed to assist GBNRTC member agencies and non-member project sponsors in defining the Transportation Improvements Program (TIP) terminology and processes.

New member agencies to the Planning and Coordinating Council (PCC) and/or Transportation Projects Subcommittee (TPS) may use this Guidebook to understand the TIP process used by the GBNRTC to develop, program and modify projects. Existing PCC and TPS members may use this Guidebook as a reference document.

The GBNRTC updates this Guidebook for each new TIP to reflect changes in the federal authorizing legislation as well as new/changed funding programs.

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GBNRTC Origins, Membership and Organization

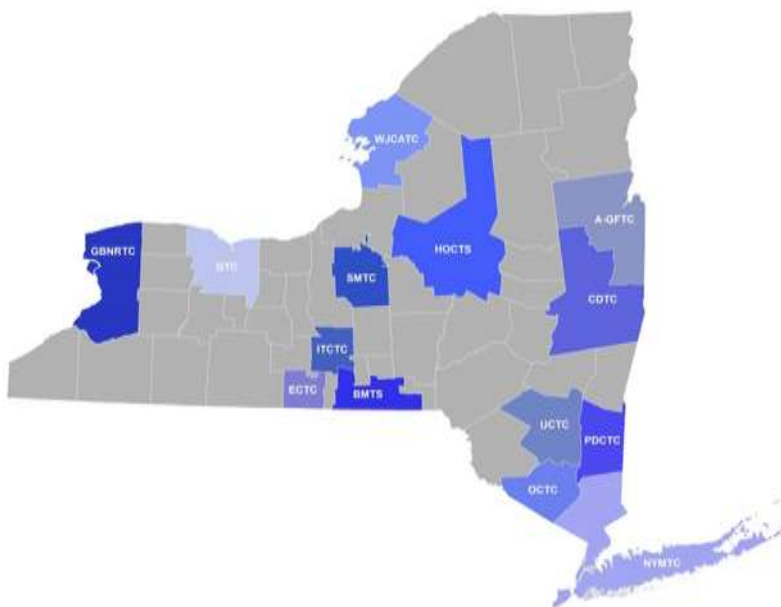
The Federal-Aid Highway Act of 1962 created the federal requirement for urban transportation planning largely in response to the construction of the Interstate Highway System and the planning of routes through and around urban areas. The Act required, as a condition attached to federal transportation financial assistance, that transportation projects in urbanized areas of 50,000 or more in population, as determined by the U.S. Census, designate a Metropolitan Planning Organization (MPO) to carry out the metropolitan transportation planning process.

Under the federal law, MPOs are designated by each state's governor. The GBNRTC was designated by the Governor Malcolm Wilson in 1974 as the MPO for Erie and Niagara Counties. The GBNRTC shares responsibility with the New York State Department of Transportation (NYSDOT) for cooperatively developing transportation plans and programs that ensure an integrated multimodal transportation system serves and supports metropolitan community development and the social goals of the Greater Buffalo-Niagara region.

An urbanized area with a population over 200,000 is called a Transportation Management Area (TMA). An MPO in a TMA has a stronger voice in setting priorities for implementing projects listed in the TIP and is responsible for additional planning products. The planning processes of MPOs in TMAs also must be certified by the Secretary of DOT as being in compliance with federal requirements.

The Greater Buffalo-Niagara Regional Transportation Council is focused on establishing a comprehensive, coordinated, and continuing transportation planning process by devising solutions to regional transportation problems. This often includes addressing land use, air quality, access to employment opportunities, energy and environment, economic development, technologic change and freight/commerce. To do this, the GBNRTC develops a long-range regional transportation plan, known as the Metropolitan Transportation Plan (MTP). The GBNRTC also maintains a short-range program of projects, known as the Transportation Improvement Program (TIP).

New York State MPO Planning Areas and Locations



An Organizational Memorandum of Understanding (MOU) is reaffirmed or revised on an annual basis. Resolution 2019-22 reaffirmed the MOU on November 15, 2019. Host agency agreements were previously revised in supplement and approved by NFTA in 2012. On December 15, 2009 Resolution 2009-22 approved a Cooperative Planning Agreement which requires the MPO, the State, and the public transportation operator to cooperatively determine their mutual responsibilities in carrying out the metropolitan planning process. The agreement serves to identify those responsibilities and includes specific provisions related to the development of financial plans that support the metropolitan transportation plan and the metropolitan TIP and the development of the annual listing of obligated projects.

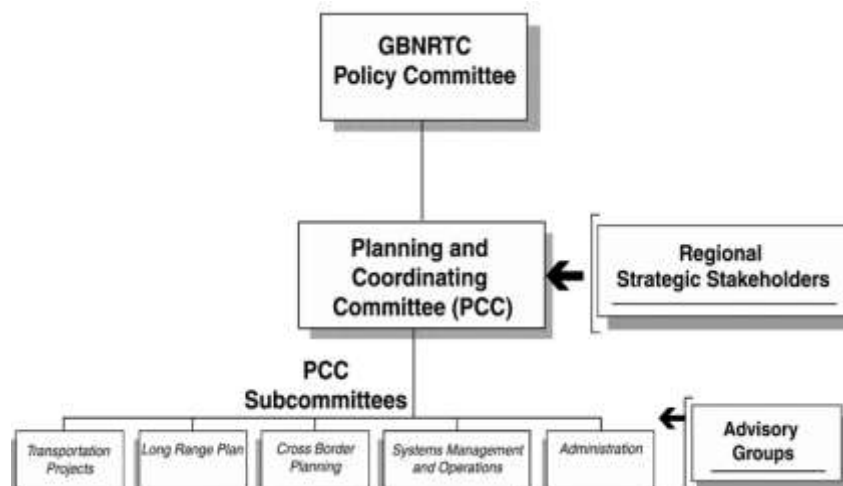
The GBNRTC’s membership currently consists of the City of Buffalo, City of Niagara Falls, County of Erie, County of Niagara, NYS Thruway Authority, the Niagara Frontier Transportation Authority and NYS Department of Transportation (NYSDOT). The Seneca Nation of Indians, the Transportation Council of the Buffalo-Niagara Partnership and the Empire State Development Corporation formally serve as non-voting Regional Strategic Stakeholders.

GBNRTC and NYSDOT Region 5 staff work closely together to program transportation projects in Erie and Niagara Counties, including the densely settled urban areas in the Buffalo Metropolitan Planning Area (MPA).

NYSDOT Region 5 is also responsible for programming transportation projects in Chautauqua and Cattaraugus Counties which are located to the south of the GBNRTC’s designated planning area. Because of this, transportation projects for Chautauqua and Cattaraugus Counties are not included in the GBNRTC TIP but are listed in the Statewide Transportation Improvement Program (STIP).

The GBNRTC is organized in three levels:

- **Policy Committee (POLICY)** - Provides a forum for cooperative decision making in regard to transportation planning and programming for the Buffalo-Niagara Region. The GBNRTC Policy Committee meets at least two times per year.
- **Planning and Coordinating Committee (PCC)** - Coordinates and guides the regional transportation planning process in accordance with the guidance set by the Policy Committee. The GBNRTC PCC meets the first Wednesday of each month.
- **Transportation Projects Subcommittee (TPS)** - Provides technical advice and recommends appropriate courses of action to the PCC on current and emerging transportation planning issues, goals, plans, priorities and programs. The GBNRTC TPS meets the third Wednesday of each month at the GBNRTC offices.



A dedicated full-time staff of transportation planning professionals serve the seven GBNRTC member agencies. This staff is primarily responsible for completing the tasks defined in the Unified Planning Work Program (UPWP) including developing, managing and implementing the region's Transportation Improvement Program (TIP) and Metropolitan Transportation Plan (MTP). Staff may also conduct local and area-wide transportation studies upon request.

All MPOs must certify that they are following all federal and state requirements. As documented in the December 2018 NYSDOT TIP/STIP Update Guidance, MPO self-certifications are also a required element of the STIP. Toward that end, MPO action on self-certification coincides with TIP approval action. Certifications of the Planning Process must be submitted and approved by the Statewide Planning Bureau MPO liaison. On-site certifications by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) take place approximately every 6 years.

What is the TIP?

The Transportation Improvement Program (TIP) is a staged and financially constrained multi-year program of local/state highway and transit projects. Federal regulations require that the metropolitan transportation planning process include the cooperative development of a TIP. This region's TIP is developed by a team led by staff from the Greater Buffalo-Niagara Regional Transportation Council (GBNRTC) and New York State Department of Transportation (Region 5).

The TIP is required by the federal government for the receipt of federal transportation funding. The federal government requires that the TIP be updated at least every four years and adopted by the Metropolitan Planning Organization (MPO).

The TIP identifies the timing and funding of all highway, bridge, transit, bicycle, pedestrian, and other surface transportation projects scheduled for implementation over the next five years that use federal transportation funds. The TIP reflects the priorities and direction of the region and its state and federal partners in the transportation planning process.

The TIP and the projects it contains must be consistent with the goals and objectives identified in the current Metropolitan (Long-Range) Transportation Plan for the region. The TIP development process involves only projects eligible for federal aid. However, the TIP document may sometimes include, for informational purposes, non-federally funded regional transportation projects for informational purposes.

All transportation projects must be listed in the TIP to be eligible for federal and state funding, federal and state permits, and review of Environmental Impact Reports and Environmental Impact Statements.

Federal Requirements

The TIP is the complementary capital-programming component of the Long-Range/Metropolitan Transportation Plan consisting of all federally funded roadways, transit and major transportation projects being considered within the region over the next five (5) years. Inclusion in the TIP is a prerequisite to federal funding approval for projects programmed from funding sources directly under the GBNRTC responsibility.

The TIP represents a regional consensus on which priority transportation projects are essential to the Buffalo-Niagara region during a five (5) year period given current financial targets. Projects included in the program move the region

towards implementing the current Long-Range/Metropolitan Transportation Plan, meeting short-range needs, and providing for the maintenance of the existing transportation system.

Federal requirements for a Transportation Improvement Program (TIP) are contained in 23 CFR 450.324, .326, .328, and .330. 23 CFR 450.324 requires the MPO to develop a TIP in cooperation with the state and any affected public transit operator(s) and specifically requires the following:

- Updating and approving the TIP on a cycle (at least every four years) compatible with development of the Statewide Transportation Improvement Program (STIP).
- Conformity determination by FHWA and FTA in nonattainment and maintenance areas.
- Opportunities for the public to comment and at least one formal public meeting during the TIP development process.
- Financially constraint including a financial plan identifying projects that can be implemented using current revenue sources and projects requiring proposed additional sources.
- Inclusion of all transportation projects, including bicycle and pedestrian facilities, proposed for funding, including Federal Lands highway projects, but excluding safety projects funded under 23 USC 402, emergency relief projects, and planning and research activities not funded with National Highway System (NHS), Surface Transportation Program (STP) or minimum guarantee funds; all regionally significant transportation projects for which FHWA or FTA approval is required and, for informational purposes, all regionally significant projects to be funded from non-Federal sources; only projects that are consistent with the MTP.
- In designated nonattainment and maintenance areas, classifications must be consistent with the exempt project classifications contained in the U.S. Environmental Protection Agency (EPA) conformity requirements. (40 CFR part 51).
- In designated nonattainment and maintenance areas, the TIP shall describe progress in implementing required TCMs and include a list of all projects found to conform in a previous TIP and which are now part of the base case in determining conformity.

TIP projects must support federally defines planning factors listed under 23 USC 134:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility of people and for freight;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation;
- Emphasize the preservation of the existing transportation system;
- Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation (new for FAST Act)
- Enhance travel and tourism (New for FAST Act)

On December 4, 2015, the Fixing America's Surface Transportation Act, or "FAST Act." was signed into law. It is the first law enacted in over ten years that provides long-term funding certainty for surface transportation, meaning states and local governments can move forward with critical transportation projects, like new highways and transit lines, with the confidence that they will have a federal partner over the long term.

The FAST Act provides five years of highway program authorizations. It transfers enough resources into the Highway Trust Fund —\$51.9 billion into the Highway Account and \$18.1 billion into the Mass Transit Account— to fund the full five years of program authorizations

The FAST ACT requires the following additional areas must also be considered in the development of a TIP:

- Improve resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.
- Enhance travel and tourism.
- Support intercity transportation facilities, including intercity busses.
- Performance measures and targets that will be used to measure system performance and progress in achieving the performance targets.
- Efforts to engage and include all sectors and users of the transportation network in the planning process.

The Statewide Transportation Improvement Program (STIP)

The Statewide Transportation Improvement Program (STIP) is a four-year listing of all projects (and their phases) in New York for which federal funding is proposed to be used.

The STIP begins as a compilation of regional TIPs that are adopted every three to four years by NY Metropolitan Planning Organizations and evolves into a comprehensive list of all highway and transit projects that propose to use Federal funds. Amendments to the STIP can be made by MPOs and Regions for the subsequent State and Federal review and possible approval.

Electronic STIP (eSTIP)

In cooperation with NYSDOT, staff from FHWA's New York Division Office (FHWA-NY) created an electronic Statewide Transportation Improvement Program (eSTIP) for the State of New York. eSTIP has significantly enhanced the efficiency of TIP and STIP development as well as the approval and amendment processes for New York's MPOs, NYSDOT, FTA, and FHWA-NY.

The eSTIP program has a web-based interface and allows authorized users to browse and modify STIP data through the internet. State and Federal officials use eSTIP to review and approve STIP amendments by simply clicking on the interface--thereby greatly reducing paperwork and processing times. By maintaining one database used by MPOs, State, and Federal authorities, the STIP is now in compliance with federal regulations requiring consistency with TIP and STIP documents. It also records the unobligated project/phase level information necessary to re-demonstrate fiscal constraint to the FHWA for each TIP or rural amendment.

For all approved highway-related project changes, NYSDOT Region 5 staff enter all project information into eSTIP. GBNRTC staff are then given the responsibility of approving the changes before they are sent to NYSDOT Main office and FHWA for final approval.

For all approved transit project changes, GBNRTC staff enter all project information into eSTIP. GBNRTC staff are then given the responsibility of approving the changes before they are sent to NYSDOT Main office (Transit) and the Federal Transit Administration (FTA) for final approval.

Project sponsors may apply to receive “read only” access to eSTIP. This will allow them to look up and track projects and run reports. However, they will not have authority to make any changes to the STIP. To request any level of access to the eSTIP online database, eSTIP Access Request Form must be completed and submitted. The form and instructions are available on the NYSDOT website at <https://www.nysdot.gov/programs/stip>.

NYSDOT Local Projects Liaisons

"Project Sponsor" means the agency or other entity that provides funding for the project and administers any construction or construction engineering/inspection activities for the project.

NYSDOT provides the local project sponsor member agency (Buffalo, Niagara Falls, Erie County or Niagara County) with a Local Projects Liaison. The liaison assists local member agencies in many ways, including:

- Assist local members with all TIP actions including adding, modifying and deleting projects.
- Submit required paperwork to GBNRTC staff so that TIP actions are on the TPS/PCC agenda.
- Maintain up-to-date project information on status and funding.
- Ensure that all NYSDOT/FHWA requirements are met for each project phase.
- Make sure that project funds are obligated on time for each project phase.
- Ensure that state/local agreements are completed.
- Apply to FHWA for time extensions if needed.
- Visit project site to confirm that all work was completed properly.
- Process payment reimbursement requests submitted by project sponsors.

Miscellaneous projects are projects that do not have a GBNRTC member agency sponsoring them. These include towns, villages, smaller cities and state agencies other than NYSDOT. Each of these projects also has a NYSDOT project manager assigned to them who acts in a similar fashion as a local project liaison.

Financial Plan

Financial plans for the MPOs' TIPs are required per 23 CFR 450.326(j). Each MPO TIP must include a financial plan that demonstrates how the TIP can be implemented; indicates resources from public and private sources that are reasonably expected to be available to carry out the program; and identifies innovative financing techniques to finance projects, programs, and strategies. Additionally, for purposes of transportation operations and maintenance, the financial plan is

required to contain system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain Federal-aid highways and public transportation. These elements and a basic explanation of all funding sources, federal, state, and local should be included in the TIP financial plan narrative.

The TIP financial plan must demonstrate fiscal constraint, which can be as simple as providing a fiscal constraint table. A sample table is provided in Appendix E, which includes federal fund sources; however to fulfill federal requirements in demonstrating fiscal constraint it is necessary to factor all funding sources both public and private as indicated in 23 CFR 450.246(j) including sources for state and local match. For consistency and ease of federal review, NYSDOT asks that every MPO use the format for the fiscal constraint table that we have provided. The Main Office will review fiscal constraint tables for sufficiency before the TIP goes out for public review.

The NYSDOT Regional Planning and Programming Manager (RPPM) is the contact for the MPO on the planning target estimates to be used. Transit planning targets will be distributed separately by the Public Transportation Bureau.

Fiscal Constraint

MPO TIPs and the Statewide Transportation Plan (STIP) shall be financially constrained by year using estimates of current and/or reasonably available revenues. Fiscal constraint tables must reflect unmatched federal amounts. The MPO and its respective NYSDOT Region(s) must discuss any proposed deviation from fiscal constraint with NYSDOT Main Office well before submission deadline and any program public reviews, approvals or votes. NYSDOT Main Office will either approve the deviation or work with the Region/MPO to resolve the deviation.

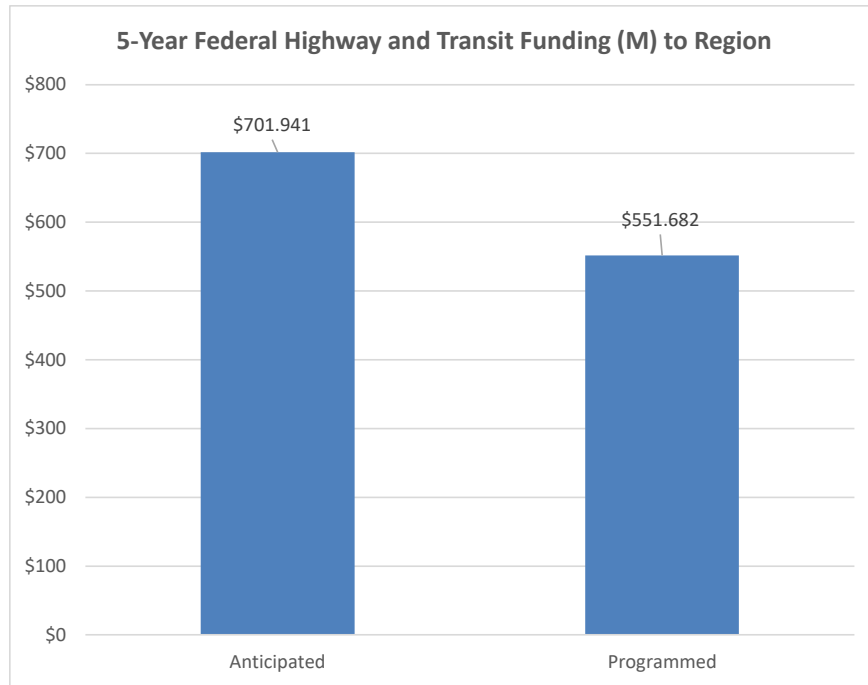
FHWA continues to review STIP performance. FHWA's national goal is to see 75% of the construction phases programmed for obligation in a Federal Fiscal Year obligated by the end of that Federal Fiscal Year. NYSDOT will be enforcing fiscal constraint, and Regions and MPOs will not be permitted to program Federal-aid in excess of their planning targets by FFY. MPOs and Regions should be aware that not all transactions (e.g., close-outs and modifications) run through the TIP/STIP. MPOs need to work with the Regions to use the Financial Management Information Systems (FMIS) reports to reconcile obligations on an annual basis. This step is done outside of the eSTIP.

- 23 CFR 450.104 provides the Federal definition for Financially constrained or Fiscal constraint which means that the metropolitan transportation plan, TIP, and STIP includes sufficient financial information for demonstrating that projects in the metropolitan transportation plan, TIP, and STIP can be implemented using committed, available, or reasonably available revenue sources, with reasonable assurance that the federally supported transportation system is being adequately operated and maintained. For the TIP and the STIP, financial constraint/fiscal constraint applies to each program year. Additionally, projects in air quality nonattainment and maintenance areas can be included in the first 2 years of the TIP and STIP only if funds are "available" or "committed." Fiscal constraint for FHWA is defined as establishing a TIP/STIP such that the amount of total funding programmed in each year of the TIP/STIP does not exceed the estimated committed, available, or reasonably available revenue sources including the Federal-aid fund types represented as total planning targets in this state for each of the TIP/STIP years. Any fiscally constrained fund type can be over-programmed in a year provided:
 - The total of all fiscally constrained funding programmed in that year does not exceed the planning targets (implies a columnar total of fund types must be under-programmed to compensate).
 - The total amount of fiscally constrained fund type that is programmed in the 4-year STIP period does not exceed the amount of that fund's planning target during the 4-year STIP period. Totals in rows (fund types) and columns (years) cannot be over-programmed.

- Regional totals (TIPs and rural program) must be fiscally constrained by year and fund type for the STIP period.
- Note for TIPs: MPOs DO NOT have five (5) years to balance programming versus planning target by fund type. These must be balanced over the 4-year STIP period. To do otherwise, will not guarantee fund type fiscal constraint of the STIP initially or over its life.
- FHWA, FTA and NYSDOT consider TIP years beyond the first four (4) as only informational.
- Fiscal Constraint for FTA: Refer to transit planning target estimates which will project apportionments through 2024. Appropriations bills are annually enacted, and apportionments and allocations are published by the FTA in the Federal Register. In order to maintain and document fiscal constraint, the FTA funds that are programmed on the TIP/STIP for a year need to be consistent with the amounts shown in the Federal Register for that year. Carryover balances of unobligated FTA transit funds should be reflected in the TIP fiscal constraint table as applicable. The Notice of Funding Availability (NOFA) limitations for FTA 5324 Emergency Relief should be followed.
- All NYSDOT Regions, MPOs and transit Designated Recipients are expected to follow the regulations for fiscal constraint.

2020-2024 GBNRTC MPO Fiscal Constraint (in Millions)

Fund Source	Rollover	FFY 2020			FFY 2021			FFY 2022			FFY 2023			2024		
		Target	Program	Balance	Target	Program	Balance	Target	Program	Balance	Target	Program	Balance	Target	Program	Balance
CMAQ	\$8.981	\$1.087	\$4.901	\$5.167	\$1.087	\$0.000	\$6.255	\$1.087	\$0.000	\$7.342	\$1.087	\$0.000	\$8.430	\$1.087	\$2.420	\$7.097
HSIP	-\$6.091	\$21.414	\$17.978	-\$2.655	\$4.315	\$1.614	\$0.046	\$4.315	\$1.890	\$2.471	\$4.315	\$1.747	\$5.038	\$4.315	\$2.584	\$6.769
NHPP	-\$25.449	\$57.650	\$31.915	\$0.286	\$126.430	\$103.205	\$23.511	\$49.057	\$27.756	\$44.813	\$49.057	\$25.262	\$68.608	\$49.057	\$31.112	\$86.553
STBGP FLEX	\$0.222	\$21.450	\$12.055	\$9.617	\$12.764	\$33.761	-\$11.380	\$12.764	\$6.139	-\$4.755	\$12.764	\$3.874	\$4.135	\$12.764	\$10.273	\$6.626
STBGP OFF	\$8.592	\$22.200	\$6.590	\$24.202	\$5.411	\$1.408	\$28.206	\$2.539	\$0.586	\$30.158	\$2.539	\$0.381	\$32.316	\$2.539	\$0.216	\$34.639
STBGP LG URB	\$28.667	\$14.529	\$19.713	\$23.482	\$18.158	\$26.874	\$14.767	\$13.776	\$24.385	\$4.159	\$13.776	\$23.135	-\$5.200	\$13.776	\$0.000	\$8.577
Highway	\$14.921	\$138.331	\$93.152	\$60.099	\$168.166	\$166.862	\$61.403	\$83.539	\$60.755	\$84.187	\$83.539	\$54.399	\$113.327	\$83.539	\$46.606	\$150.261
FTA 5307	\$0.000	\$18.713	\$18.713	\$0.000	\$19.087	\$19.087	\$0.000	\$19.469	\$19.469	\$0.000	\$19.858	\$19.858	\$0.000	\$20.255	\$20.255	\$0.000
FTA 5310	\$0.000	\$0.999	\$0.999	\$0.000	\$1.019	\$1.019	\$0.000	\$1.039	\$1.039	\$0.000	\$1.060	\$1.060	\$0.000	\$1.081	\$1.081	\$0.000
FTA 5311	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000
FTA 5329	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000
FTA 5337	\$0.000	\$3.411	\$3.411	\$0.000	\$3.479	\$3.479	\$0.000	\$3.549	\$3.549	\$0.000	\$3.619	\$3.619	\$0.000	\$3.692	\$3.692	\$0.000
FTA 5339	\$0.000	\$1.840	\$1.840	\$0.000	\$1.877	\$1.877	\$0.000	\$1.915	\$1.915	\$0.000	\$1.953	\$1.953	\$0.000	\$1.992	\$1.992	\$0.000
Transit	\$0.000	\$24.963	\$24.963	\$0.000	\$25.462	\$25.462	\$0.000	\$25.971	\$25.972	\$0.000	\$26.491	\$26.490	\$0.000	\$27.020	\$27.020	\$0.000
Total	\$14.921	\$163.293	\$118.115	\$60.099	\$193.628	\$192.324	\$61.403	\$109.510	\$86.727	\$84.186	\$110.030	\$80.889	\$113.328	\$110.559	\$73.626	\$150.261



Notes:

1. Anticipated funds are NYSDOT provided targets for the entire region (NYSDOT Region 5).
2. Programmed funds are only for MPO area (Erie and Niagara Counties) and do not include projects in Chautauqua and Cattaraugus Counties)

Total Project Costs

Federal regulation 23 CFR 450.326(g) requires that inclusion of the estimated total project cost be included in the TIP/STIP. The TIP/STIP total project must also include project costs that are programmed prior or beyond the TIP/STIP period.

Please see the help document that appears for this field in eSTIP. Additional help can be obtained from your NYSDOT Regional Office(s) for additional guidance on project cost and contingency estimating. Be aware that projects with an estimated total cost of \$100M or more (cost in "year of expenditure" dollars) require an annual Financial Plan and all contingencies should be sufficiently detailed and managed.

Public Participation and Consultation

MPOs must have developed public participation plans “in consultation with all interested parties” for both the plan and the TIP. [23 CFR 450.316] Non-attainment area TMAs must provide for at least one formal public meeting (23 CFR 450.326(b)) during the TIP development process.

MPOs shall publish or otherwise make available for public review transportation plans and TIPs including, to the maximum extent practicable, in electronically accessible formats using means such as the World Wide Web

As part of TIP and transportation plan development, MPOs shall employ visualization techniques prior to the adoption of metropolitan transportation plans and metropolitan TIPs (23 CFR 450.316). The MPO’s website needs to visibly portray the MPO as an independent entity or organization rather than a subunit of the host agency.

The GBNRTC is committed to transparency and to meaningfully engaging the region’s residents throughout the transportation planning and program development process, and strives to provide clear and complete information in an appropriate and timely manner. Active participation by a range of stakeholders improves the understanding of different viewpoints, different needs and concerns, and helps to identify common goals.

The GBNRTC’s Public Participation Plan was approved by the Policy Committee on 6/7/17. The Plan provides a framework for GBNRTC staff and member agencies to guide participation processes in transportation planning projects and programs. The Plan identifies ways to continuously improve participation and engagement efforts to better involve a range of stakeholders—particularly residents who have been traditionally underserved and underrepresented, such as minority and low-income populations, and those with limited English proficiency—a growing part of the region’s population who may not typically be brought into the planning process. The plan can be downloaded from the GBNRTC website (www.gbnrtc.org) or by calling the GBNRTC offices during regular business hours.

All TIP amendments require either a 20-day (highway) or 30-day (transit) approved public review period. During this period, all comments that are received are acknowledged and forwarded to the project sponsor. The project sponsor then has an opportunity to reply to the comment. A record of all project correspondence is included in the final project Resolution. Administrative modifications do not require a public review period.

Tribal Nations

For those MPOs (such as the GBNRTC) that include Indian Tribal Lands, the MPO shall appropriately involve the Indian/Native Nations government(s) in the development of the TIP. Note that Tribal Nations receive apportioned funding directly from FHWA Federal Lands to develop a Tribal Transportation Program. The Tribal Transportation Program Office sends FHWA-NY a list of tribal nation projects within state boundaries which NYSDOT can elect to place on the STIP. Note the Tribal Transportation Program (TTP) may likely be completed off-STIP cycle and will be added to the STIP when these programs are made available. Tribal Transit Programs will be added to the STIP through the NYSDOT Public Transportation Bureau.

Illustrative Projects

To maintain their respective TIPs in fiscal constraint and to show projects that meet local transportation needs, MPOs and Regions are allowed to include additional projects in their Plan, and as appropriate, in the TIP for inclusion in the STIP, for information as “illustrative projects”. [23 CFR 450. 326]

- Illustrative project means an additional transportation project that may (but is not required to) be included in a financial plan for a metropolitan transportation plan, TIP, or STIP if reasonable additional resources were to become available. [23 CFR 450.104] If a project is proposed to be included in the STIP’s financial plan for illustrative purposes, sufficient information would be required to describe the project, excepting the resources. [§ 23 CFR 450.218] Illustrative Project total cost estimates can be a range.
- Illustrative projects are indicated in eSTIP by clicking on the so named box on the bottom of the screen (in DRAFT Edit screen, or in the case of the Current STIP-- the Edit module.
- Changes to illustrative projects do not require amendments.

Illustrative projects are included in the 2020-2024 TIP. These projects may (or may not) be implemented during the course of the TIP should planning targets be increased (additional funds to region) or new funding sources become available (such as competitive grants, federal earmarks, special allocations from Governor, etc.). Illustrative projects may be modified (scope, cost, limits, etc.) by their sponsor at any time.

Air Quality Conformity

Transportation sources contribute to four of the six criteria pollutants for which EPA has established standards to protect public health and/or safety. The pollutants are: ozone (O₃), carbon monoxide (CO), particulate matter (PM₁₀ and PM_{2.5}), and nitrogen dioxide (NO₂). For Western New York, the concentration of ground level ozone has been an ongoing issue.

Clean Air Act (CAA) section 176(c) (42 U.S.C. 7506(c)) requires that federally funded or approved highway and transit activities are consistent with (“conform to”) the purpose of the State Implementation Plan (SIP). Conformity to the purpose of the SIP means that transportation activities will not cause or contribute to new air quality violations, worsen existing violations, or delay timely attainment of the relevant NAAQS or any interim milestones. 42 U.S.C. 7506(c)(1). EPA’s transportation conformity rules establish the criteria and procedures for determining whether metropolitan transportation plans, transportation improvement programs (TIPs), and federally supported highway and transit projects conform to the SIP. 40 CFR Parts 51.390 and 93.

On June 15, 2004, the United States Environmental Protection Agency (EPA) designated the Buffalo-Niagara Falls, NY area consisting of Erie and Niagara Counties as being in nonattainment status for the 1997 8-hour ozone standard (0.08 parts per million). This designation was based on the results of ambient air monitoring data collected by the New York State Department of Environmental Conservation from calendar years 2001-2003. These data established an 8-hour ozone “design value” of 0.099 ppm for the area. The current design value for the area, based on 2016-2018 data, is 0.070 ppm.

On July 20, 2012, the US EPA designated the Buffalo-Niagara Falls, NY attainment for the 2008 ozone standard (0.075 ppm). The area was designated attainment for the 2015 ozone standard (0.070ppm) on January 16, 2018.

On February 16, 2018, the United States Court of Appeals for the District of Columbia Circuit in *South Coast Air Quality Mgmt. District v. EPA* (“South Coast II,” 882 F.3d 1138) held that transportation conformity determinations must be made in areas that were either nonattainment or maintenance for the 1997 ozone national ambient air quality standard (NAAQS) and attainment for the 2008 ozone NAAQS when the 1997 ozone NAAQS was revoked. These conformity determinations are required in these areas after February 16, 2019. Erie and Niagara Counties were in “nonattainment” status at the time of the 1997 ozone NAAQS revocation on April 6, 2015 and were also designated attainment for the 2008 ozone NAAQS on May 21, 2012. Therefore, per the South Coast II decision, this conformity determination is being made for the 1997 ozone NAAQS on the LRTP, TIP and relevant Capital Program of Transportation Projects.

Per the South Coast II court decision, beginning February 16, 2019, a transportation conformity determination for the 1997 ozone NAAQS is required in 1997 ozone NAAQS nonattainment and maintenance areas, including the Buffalo-Niagara Falls, NY area. This conformity determination report will address transportation conformity for the 2020-2024 GBNRTC TIP. The 2050 Long Range Transportation Plan was completed prior to February 16 and did not require a conformity determination. Conformity will be required at least every four years.

The 2020-2024 TIP conformity determination was completed consistent with CAA requirements, existing associated regulations at 40 CFR Parts 51.390 and 93, and the South Coast II decision, according to EPA's Transportation Conformity Guidance for the South Coast II Court Decision issued on November 29, 2018.

The consultation requirements in 40 CFR 93.112 and 6 NYCRR Part 240 were addressed both for interagency consultation and public consultation. Per the New York State Transportation Conformity SIP, as codified in Chapter 6 of the New York Codes Rules and Regulations (6 NYCRR) Part 240, interagency consultation was conducted with the NYSDEC, NYSDOT, FHWA, FTA and USEPA. Representatives of these agencies comprise the Interagency Consultation Group (ICG) for air quality conformity in New York State.

The 2020-2024 Draft TIP and the GBNRTC AQ Conformity Document have undergone ICG review to determine if projects were exempt or non-exempt from conformity analysis. The ICG concurred with all proposed TIP project air quality classifications on May 23, 2019. An Air Quality Conformity Document was approved by the GBNRTC Policy Committee on June 17, 2019 via Resolution 2019-18 certifying that the 2020-2024 TIP meets the federal requirements stated in 40 CFR Part 93. The document may be obtained via digital download from the GBNRTC web site (www.gbnrtc.org) or by contacting the GBNRTC offices.

Notwithstanding the other requirements of this subpart, highway and transit projects of the types listed below are exempt from the requirement to determine conformity per 40 CFR 93.126 and 40 CFR 93.127.

A. Safety

1. Railroad/highway crossing.
2. Projects that correct, improve, or eliminate a hazardous location or feature.
3. Safer non-Federal-aid system roads.
4. Shoulder improvements.
5. Increasing sight distance.
6. Highway Safety Improvement Program implementation.
7. Traffic control devices and operating assistance other than signalization projects.
8. Railroad/highway crossing warning devices.
9. Guardrails, median barriers, crash cushions.
10. Pavement resurfacing and/or rehabilitation.
11. Pavement marking.
12. Emergency relief (23 U.S.C. 125).
13. Fencing.
14. Skid treatments.
15. Safety roadside rest areas.
16. Adding medians.
17. Truck climbing lanes outside the urbanized area.
18. Lighting improvements.
19. Widening narrow pavements or reconstructing bridges (no additional travel lanes).
20. Emergency truck pullovers.

B. Mass Transit

1. Operating assistance to transit agencies.
2. Purchase of support vehicles.

3. Rehabilitation of transit vehicles 1.
4. Purchase of office, shop, and operating equipment for existing facilities.
5. Purchase of operating equipment for vehicles (e.g., radios, fareboxes, lifts, etc.).
6. Construction or renovation of power, signal, and communications systems.
7. Construction of small passenger shelters and information kiosks.
8. Reconstruction or renovation of transit buildings and structures (e.g., rail or bus buildings, storage and maintenance facilities, stations, terminals, and ancillary structures).
9. Rehabilitation or reconstruction of track structures, track, and trackbed in existing rights-of-way.
10. Purchase of new buses and rail cars to replace existing vehicles or for minor expansions of the fleet 1.
11. Construction of new bus or rail storage/maintenance facilities categorically excluded in 23 CFR part 771.

C. Air Quality and Other

1. Continuation of ride-sharing and van-pooling promotion activities at current levels.
2. Bicycle and pedestrian facilities.
3. Planning and technical studies.
4. Grants for training and research programs.
5. Planning activities conducted pursuant to titles 23 and 49 U.S.C.
6. Federal-aid systems revisions.
7. Engineering to assess social, economic, and environmental effects of the proposed action or alternatives to that action.
8. Noise attenuation.
9. Emergency or hardship advance land acquisitions (23 CFR 710.503).
10. Acquisition of scenic easements.
11. Plantings, landscaping, etc.
12. Sign removal.
13. Directional and informational signs.
14. Transportation enhancement activities (except rehabilitation and operation of historic transportation buildings, structures, or facilities).
15. Repair of damage caused by natural disasters, civil unrest, or terrorist acts, except projects involving substantial functional, locational or capacity changes.

D. "Hot-Spot" Analysis

1. Intersection channelization projects.
2. Intersection signalization projects at individual intersections.
3. Interchange reconfiguration projects.
4. Changes in vertical and horizontal alignment.
5. Truck size and weight inspection stations.
6. Bus terminals and transfer points.

Other

- J1. Block of Funds, no projects
- K1. Exempt/not regionally significant through interagency consultation and does not have a code listed above, for example, park-and-ride lot less than 100 spaces.

K2. Project is subject to general conformity - and is not subject to the regional emissions analysis requirements under transportation conformity.

Metropolitan Transportation Plan

The GBNRTC is also required to develop a regional transportation plan the plan to allocate federal, state and local dollars to transportation projects across the region. 23 CFR 450.324 Subparts (a) and (c) require that the GBNRTC update the region's long-range metropolitan transportation plan every four years to determine its consistency with current trends and conditions and to maintain at least a 20-year planning horizon.

Moving Forward 2050 is the GBNRTC's 2050 Metropolitan Transportation Plan (MTP). The plan is a framework to develop projects, and to put these into action through regional partnerships and innovative funding. The plan aims to use transportation investments to strengthen communities and focus growth where the region already has infrastructure, create economic development, and support workforce access. The plan also looks at ways to improve mobility using technology, to reduce Green House Gasses (GHG), and to protect and enhance our natural environment.

To get there, the region will need transportation that connects our region with a variety of convenient options to promote opportunity, health and safety for all. At the same time, the system will bolster a globally competitive economy with shared prosperity by encouraging efficient use of our resources and collaborating to make smart, forward-looking decisions that harness changes in the future.

The vision for regional transportation (where we want to be in 2050) was broken into four "vision" categories:

- 1) The economy will be globally competitive with shared prosperity that spreads economic opportunities and benefits to all residents in the region.
- 2) Our communities will be brimming with opportunities, providing residents with various lifestyle choices and attracting new, diverse residents, businesses and investments from all over the world.
- 3) The environment will be ecologically healthy and easily accessible so that all residents and visitors have abundant opportunities to enjoy our region's world class waterways and open spaces.
- 4) The region will be making transformative changes to the way we plan, fund and implement the region's transportation investments through harnessing technological advances, making data-driven decisions and utilizing creative and diverse partnerships and funding sources.

The "Moving Forward 2015" MTP is available for digital download from the GBNRTC web site (www.gbnrtc.org) or by contacting the GBNRTC offices during normal business hours.

Transportation Performance Management

Pursuant to MAP-21 (and carried through into the FAST Act), MPOs must employ a transportation performance management approach in carrying out their federally-required planning and programming activities. Chapter 23 part 150(b) of the United States Code [23USC §150(b)] includes the following seven national performance goals for the Federal-Aid Highway Program:

- **Safety** – To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- **Capital Assets Condition** – To maintain the highway infrastructure and transit capital asset systems in a state of good repair.
- **Congestion Reduction** – To achieve a significant reduction in congestion on the National Highway System.
- **System Reliability** – To improve the efficiency of the surface transportation system.
- **Freight Movement and Economic Vitality** – To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
- **Environmental Sustainability** – To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- **Reduced Project Delivery Delays** – To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practice

On January 18, 2017, FHWA published the system performance, freight, and congestion mitigation and air quality (CMAQ) Performance Measures Final Rule in the Federal Register. This third and final FHWA performance measure rule, which has an effective date of May 20, 2017 (originally February 17, 2017), established six performance measures to assess the performance of the NHS, freight movement on the Interstate System, and traffic congestion and on-road mobile source emissions for the CMAQ Program.

The GBNRTC agreed to support the NYSDOT statewide targets for system performance and freight performance measures on November 7, 2018 via Resolution 2018-16.

Creating a New TIP

The TIP represents a regional consensus on which priority transportation projects are essential to the Buffalo-Niagara region during the next five (5) years given current financial targets.

Federal requirements for a TIP (CFR 450.324) requires the MPO to develop a TIP in cooperation with the state and any affected public transit operator(s) and specifically requires the following:

- Updating and approving the TIP on a four-year cycle (every three years for the GBNRTC) compatible with development of the Statewide Transportation Improvement Program (STIP).
- Conformity determination by FHWA and FTA in nonattainment and maintenance areas.
- A reasonable opportunity for the public to comment and, in nonattainment Transportation Management Areas (TMAs), an opportunity for at least one formal public meeting during the TIP development process.
- Financially constrained and includes a financial plan identifying projects that can be implemented using current revenue sources and projects requiring proposed additional sources.
- Includes all transportation projects, including bicycle and pedestrian facilities, proposed for funding, including Federal Lands highway projects, but excluding safety projects funded under 23 USC 402, emergency relief projects, and planning and research activities not funded with National Highway System (NHS), Surface Transportation Program (STP) or minimum guarantee funds; all regionally significant

transportation projects for which FHWA or FTA approval is required and, for informational purposes, all regionally significant projects to be funded from non-Federal sources; only projects that are consistent with the MTP.

- In nonattainment and maintenance areas, classifications must be consistent with the exempt project classifications contained in the U.S. Environmental Protection Agency (EPA) conformity requirements. (40 CFR part 51)
- In nonattainment and maintenance areas, the TIP shall describe progress in implementing required TCMs and include a list of all projects found to conform in a previous TIP and which are now part of the base case in determining conformity.

NYSDOT provides financial targets for planning purposes only. These planning targets do not represent a commitment of funding on behalf of the Federal Highway Administration (FHWA) or the State. Fund balances (both positive and negative) from the previous STIP period “rollover” into the new STIP period. Simply put: Programming \$ = Planning Target + Rollover. Overspending during the previous STIP period (a negative rollover) reduces the amount that can be programmed during the new STIP period. Under spending during the previous STIP period increases the amount that can be programmed.

About eighteen months prior to the new TIP’s release, the GBNRTC staff begins to meet with member agencies at the monthly Transportation Programs Subcommittee (TPS) meetings and agree on a completion schedule that included four major work tasks needed to complete the new TIP. These include:

Activity	Activity Description	Sub-Activity/Milestone
Project Development (Month 1-6)	Provide system condition data to member agencies and Intake project proposal candidates.	<ul style="list-style-type: none"> • Review current system conditions • Review projects and candidates from last TIP cycle • Call for new projects • Project proposal presentation opportunity at TPS • Project proposal summary distributed to members to review • All candidate Initial Project Proposals (IPPs) paperwork due
Project Review (Month 7-10)	Prioritize projects and develop a fiscally constrained listing based on anticipated federal planning targets (by fund source) provided by NYSDOT. The Interagency Consulting group must approve Air Quality conformity analysis. NYSDOT Main Office reviews Draft TIP.	<ul style="list-style-type: none"> • TPS meeting(s) to develop fiscally constrained project listing • TPS recommended final project list to PCC • Begin Air Quality Conformity • PCC meeting to approve project list for public review • Fiscal Constraint Tables Completed • NYSDOT Main Office Review of Draft TIP • ICG Air Quality Conformity Determination Complete*
Public Review (Month 11-12)	Public review of draft TIP and AQ conformity document including at least one public information meeting.	<ul style="list-style-type: none"> • Initiate AQ Conformity Document 30-day Public Review • Initiate Draft TIP 30-day Public Review • Conduct TIP Public Meeting • Member review and response to public comments • Final document completed, printed and distributed • PCC recommends TIP to Policy Committee
Approval (Month 13-18)	The TIP must be approved by the GBNRTC Policy Board, NYSDOT Main Office (including a 30-day STIP public review period) and FHWA before it can become active on October 1, 2019	<ul style="list-style-type: none"> • Policy Committee approval to adopt TIP • TIP incorporated into STIP • STIP goes out for public review • NYSDOT Main Office approval • FHWA and FTA approval • New TIP begins

Making Changes to the TIP

Once a project becomes an official part of the TIP/STIP, any subsequent changes must comply with the accepted “Guidelines for Potential TIP Actions” approved on May 11, 2018.

The Transportation Projects Subcommittee (TPS), an administrative subcommittee established by the GBNRTC, is charged with addressing any and all issues pertaining to the development, maintenance and monitoring of the region’s Transportation Improvement Program (TIP). The TPS subsequently developed and approved a rigorous set of guidelines that provide an administrative framework to consistently guide subcommittee proceedings. With these guidelines the TPS manages all of the projects in the TIP and addresses funding shortfalls and changing levels of federal, state, and local funding. Strategies are often developed to advance projects when another is delayed. In addition, GBNRTC staff regularly convene local project meetings with NYSDOT and municipal representatives to review the status of every project in the program and set action items as appropriate to facility project deliveries according to published schedules. The TPS relies on consensus building and formal documentation of all subcommittee actions and posts such on the GBNRTC website. Monthly TPS meetings are open to the public.

All project changes must be reported at TPS. Any required documentation must be submitted by the project sponsor or NYSDOT local project liaison to the GBNRTC no later than one week before the monthly TPS meeting.

TIP/STIP projects may need to be modified for one or more of the following reasons:

- Addition of new projects to the TIP
- Deletion of existing projects from the TIP
- Cost or scope changes
- Funding source changes
- Scheduling changes
- Additions or deletions to a phase or the entire project

Change controls govern the procedures required to make changes to the TIP. Changes generally fall into one of three primary actions:

- 1) **Regional Planning and Program Manager** – Only for minor cost increases or fund transfers into another existing project phase (\$150K or under). This change is approved by the NYSDOT Regional Planning and Program Manager and only requires a completed change form. All RPPM changes must be reported at the next TPS and PCC meeting.
- 2) **Administrative Modification** – These are used for moderate changes in cost, scope, fund source or scheduling or a merger/separation of existing project(s). This change is approved by either PCC or Policy, depending on the change type and requires a completed change form and map (if scope is not changed significantly). Administrative Modifications that must be approved by PCC must first be recommended by TPS. Administrative Modifications do not require public review or a resolution.
- 3) **Amendment** – These are used for major project changes, project additions (new projects) and deletions and scope changes. Amendments require a 20 day (non-transit) or 30-days (transit) public review period which may be initiated by either TPS or PCC. All amendment requests must include a copy of the public notice, any public comments received, an Initial Project Proposal (IPP) form (for new projects), a cover letter and a map in the

resolution. Public notices are published via the GBNRTC web site, email blasts and social media. Any public comments received are distributed to member agencies for review before final approval. All relevant paperwork is required to be part of the public notice.

All project changes must be approved by the appropriate responsible body (Regional Planning and Program Manager, TPS, PCC, Policy Committee) base on the type of change. The most recent change guidelines are provided on the following page.

Guidelines for Potential TIP Actions (5/11/18)

	RESPONSIBILITY				
	RPPM ¹	TPS ²	PCC ³	PCC	POLICY
	Administrative Modification (AdMod) ⁴			Amendment ⁵	
I. Cost⁶ or Scope: Existing Project⁷ Phases⁸					
(a) Under \$150K	Approve	INFO ⁹			
(b) \$150K - \$500K	Recommend	Approve	INFO		
(c) Over \$500K	Recommend	Recommend	Approve		
(d) Minor scope change ¹⁰		Recommend	Approve		
(e) Significant scope changes ¹¹		Recommend		Approve	
II. Fund Source Change: Existing Projects					
(a) Change between federal fund sources ¹²	Approve	INFO			
(b) Federal to non-federal fund	Recommend	Approve	INFO		
(c) Non-federal to federal fund (<= \$150K)		Recommend	Approve		
(d) Non-federal to federal fund (>\$150K)		Recommend		Approve	
III. Schedule Change: Existing Project					
(a) Obligation date change of construction and/or construction inspection phase to another Federal Fiscal Year (FFY)	Recommend	Approve	INFO		
(b) Obligation date change of any other project phase to another Federal Fiscal Year (FFY)	Approve	INFO			
IV. Addition or Deletion: Phase or Project					
(a) Addition of a new federally funded phase	Recommend	Approve	INFO		
(b) Deletion of an existing federally funded phase	Recommend	Approve	INFO		
(c) Addition of a new federally funded project using funds outside of regional funding targets		Recommend		Approve	
(d) Addition of a new regionally funded project		Recommend		Recommend	Approve ¹³
(e) Deletion of an existing project ¹⁴		Recommend		Recommend	Approve
(f) Merger or separation of existing projects ¹⁵		Approve	INFO		

Notes:

- 1) Regional Planning and Program Manager
- 2) Transportation Projects Subcommittee
- 3) Planning and Coordinating Committee
- 4) Administrative Modifications includes minor changes to project/project phase costs, minor changes to funding sources of previously-approved projects, and minor changes to project/project phase initiation dates. An administrative modifications require a project change form that includes a demonstration of fiscal constraint.
- 5) Amendments includes the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). Amendments require an Initial Project Proposal (IPP) form, a determination of fiscal constraint, a location map, a public review period and a resolution to be processed.
- 6) Cost is defined as the currently approved STIP cost.
- 7) A project is defined as any project currently approved on the latest TIP.

- 8) A project phase is a work element of the project such as Design (scoping, preliminary design and/or detailed design), Right-of-Way (acquisition and/or incidentals), Construction or Construction Inspection.
- 9) INFO is defined as a verbal report of the approved action.
- 10) A minor scope change is defined as a small alteration to the project termini, type or original project intent. Betterments that use 100% local funds are included.
- 11) A significant scope change is defined as a substantial alteration to the project termini, type or original project intent.
- 12) Change from a capital fund source to Metropolitan Planning Funds (PL) requires a UPWP amendment by the GBNRTC Policy Committee.
- 13) New projects originating from an approved TIP funding block consistent the block funding scope may be approved by PCC.
- 14) Projects that are merged with another existing project do not need to undergo the project deletion process.
- 15) Merged projects must have no change to the original project work scopes or fiscal constraint.

TIP Change Form

It is highly unusual for an approved project to be completed without at least one minor modification to dates, funding, fund sources, phases or scope. The GBNRTC allows these changes to be made in the form of an Administrative Modification (minor changes) or an Amendment (significant changes). Below is the change form that is required for all project changes.

The most up-to-date project change form is distributed electronically to member agencies. The form is also always available on the GBNRTC web site (gbnrtc.org) or by contacting the office during normal business hours.



Transportation Improvement Program (TIP) - Project Change Form

PIN(s):	Title(s):
Requesting Agency: <input type="button" value="Click for Drop-Down"/>	<input type="checkbox"/> Other
Submitted By:	Date:
Description of Requested Action: <i>(Fill in Below)</i>	
Project is identified in current TIP:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project is identified in current STIP:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Exempt from Regional AQ Conformity:	<input type="checkbox"/> Yes <input type="checkbox"/> No
AQ Exemption Code(s):	

Change Details	Current Information	Requested Information	Current Information	Requested Information	Comments
PIN:					
Let Date:					
Phase:					
Funding Source:					
Federal Share:					
State Share:					
Local Share:					
Total:					

Demonstration of Fiscal Constraint: *(Fill in Below)*

COMPLETED BY THE MPO			
Action Processed as	<input type="checkbox"/> Administrative Modification	<input type="checkbox"/> Amendment	Assigned #:
TIP Action Control:	<input type="button" value="Click to Select"/>		
Public Review Period:	<input type="checkbox"/> Not Required	Start Date:	End Date:
Required Approval Actions	Completed	Date	Comments
No Actions	<input type="checkbox"/>		
No Actions	<input type="checkbox"/>		
No Actions	<input type="checkbox"/>		
No Actions	<input type="checkbox"/>		

Notes:

- All TIP modifications require a completed change form. New projects and significant scope changes also require an Initial Project Proposal (IPP) form and a project area map. See change controls for additional details.
- If more than two projects are involved, leave this section blank and include a separate worksheet.

Approved by _____ Date _____

Title

The process for making small (minor) project changes is the following:

- Change forms are typically filled out by the project sponsor and/or NYSDOT Local Projects Liaison and then submitted to the GBNRTC a week before the monthly TPS meeting.
- The change form is reviewed by GBNRTC staff for completeness and accuracy
- The Change form is presented at the next TPS meeting and voted on for recommendation or approval (depending on the type of change).
- Changes are made to the STIP/TIP via eSTIP

Note that when proposing any cost increase, fiscal constraint must always be maintained. For example, if a project cost increases by \$175K, the increased federal cost must be transferred from another of the sponsor's approved TIP projects or the project sponsor may increase the no-federal share to provide the offset. For local projects, please consult with the NYSDOT Local Project Liaison for options.

For projects that reduce their cost after initial approval, the remaining federal funds are returned to the regional allocation. These leftover federal funds do not belong to the original project sponsor.

The latest version of the change form is available by digital download from the GBNRTC web site (www.gbnrtc.org) or by contacting the GBNRTC staff via email or phone.

TIP Amendments

Major TIP changes require a TIP Amendment. The process of requesting a TIP Amendment requires completion of the following steps:


- A completed IPP form. IPP forms are required from the project sponsor/NYSDOT Local Projects Liaison. These must be submitted to the GBNRTC a week before the monthly TPS meeting
- A geographic map of the project area(s) must be submitted to GBNRTC
- Presentation of the new, substantially modified or potential deleted project at the next TPS meeting where a motion for public review (30 days for transit projects and 20 days for highway projects) will be made.
- Project approval. Amendments must be presented at PCC and will be either voted on for approval or recommended to Policy for approval (as determined by the TIP Change Controls).
- Project changes are entered into the STIP/TIP via eSTIP by NYSDOT R5 or GBNRTC staff.

The IPP form is available online from the GBNRTC web site (www.gbnrtc.org) or by contacting GBNRTC staff via email or telephone.

The IPP form has 2 sections:

- 1) General project information – This section mimics the NYSDOT IPP form and includes general information about the project including objective/goal, scope of work, project extent, costs, phases and schedule.
- 2) Linkage to MTP – This section demonstrates how the project relates to the goals and objectives of the “Moving Forward 2015” plan. The GBNRTC has produced an IPP guidance document to assist sponsors in completing the form. Please contact the GBNRTC for an electronic copy of the guide. Local member agencies should also consult with their Local Projects Liaison for funding and scheduling guidance.

INITIAL PROJECT PROPOSAL (IPP) FORM




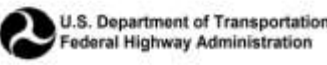
PIN:

Name:

County:

Member Agency:

IPP Preparation Date:

Projects may be added to the TIP for many reasons. These include:

- The TIP runs for five years but is updated after year three. This usually leaves the last three years of the new TIP open for additional projects. All projects that are added to a new TIP must have undergone the GBNRTC's project development process.
- New regional projects may be added at any time after a TIP is developed as long as fiscal constraint is achieved. This means that there must be donor project(s) already on the TIP from that project sponsor that contain funding that can be transferred to create the new project.
- New funding may become available to the region that is separate from the regional allocations (planning targets). Examples of this include TAP/CMAQ, BUILD, INFRA, BRIDGE-NY, and federal earmarks.
- Regional allocations may increase.
- New projects may be broken out of established funding blocks as long as they are consistent with the scope of the funding block (preventative maintenance, paving, safety, ITS, etc)

While rare, it is sometimes necessary for a project sponsor to delete a project. Some of the reasons a project may be deleted include:

- Regional allocations may be decreased and projects may need to be reduced to meet revised regional funding allocations.
- The project may no longer be wanted/needed by the sponsor.
- All funding from the project may be needed to fund cost increases on another project or a new project.
- Project may be rescinded if delayed too long.

The process for deleting a TIP project involves:

- Project sponsor/Local Project Liaison notifies GBNRTC staff of the deletion request
- GBNRTC staff adds the action to upcoming TPS/PCC agenda
- TPS/PCC initiates public review (30 days for transit projects and 20 days for highway projects).
- Project is voted on for deletion at Policy Committee
- Project is deleted in eSTIP
- Any remaining project funding becomes available for regional reallocation.

Theoretically, any remaining funding in the deleted project must be returned to the regional allocation. There is no guarantee that the project sponsor will be permitted to reuse these funds on another of their projects. TPS/PCC must agree to any reallocation of funds from deleted projects.

Finally, an amendment is required for any significant scope change to an existing TIP projects. A significant scope change is defined as a substantial alteration to the project termini, type or original project intent.

Funding Programs for Transportation Projects

Federal Highway Administration (FHWA)

The following is a listing of core (regionally allocated) highway funding programs.

National Highway Performance Program (NHPP)

The FAST Act continues the National Highway Performance Program, which was established under MAP-21. The NHPP provides support for the condition and performance of the National Highway System (NHS), for the construction of new facilities on the NHS, and to ensure that investments of Federal-aid funds in highway construction are directed to

support progress toward the achievement of performance targets established in a State's asset management plan for the NHS.

The following types of projects are eligible for NHPP funds:

- Construction, reconstruction, resurfacing, restoration, rehabilitation, preservation, or operational improvements of NHS segments
- Construction, replacement (including replacement with fill material), rehabilitation, preservation, and protection (including scour countermeasures, seismic retrofits, impact protection measures, security countermeasures, and protection against extreme events) of NHS bridges and tunnels
- Bridge and tunnel inspection and evaluation on the NHS and inspection and evaluation of other NHS highway infrastructure assets
- Construction, reconstruction, resurfacing, restoration, rehabilitation, and preservation of, and operational improvements for, a Federal-aid highway not on the NHS, and construction of a transit project eligible for assistance under 40 United States Code (USC) 14501, if the project is in the same corridor and in proximity to a fully access-controlled NHS route, if the improvement is more cost-effective (as determined by a benefit-cost analysis) than an NHS improvement, and will reduce delays or produce travel time savings on the NHS route and improve regional traffic flow
- Dedicated bicycle and pedestrian facilities and bicycle and pedestrian facilities that are part of larger reconstruction, replacement, rehabilitation, and preventive maintenance projects on NHS segments
- Highway safety improvements on the NHS
- Capital and operating costs for traffic and traveler information, monitoring, management, and control facilities and programs
- Infrastructure-based ITS capital improvements
- Construction of publicly owned intra-city or inter-city bus terminals servicing the NHS.

Surface Transportation Block Group Program (STP or STBGP)

The Surface Transportation Program (STP) provides flexible funding that may be used by States and localities for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals.

- Construction, reconstruction, rehabilitation, resurfacing, restoration, preservation, or operational improvements for highways, including designated routes of the Appalachian Development Highway System (ADHS) and local access roads under 40 USC 14501.
- Replacement, rehabilitation, preservation, protection, and anti-icing/deicing for bridges and tunnels on any public road, including construction or reconstruction necessary to accommodate other modes.
- Construction of new bridges and tunnels on a Federal-aid highway.
- Inspection and evaluation of bridges, tunnels and other highway assets as well as training for bridge and tunnel inspectors.
- Capital costs for transit projects eligible for assistance under chapter 53 of title 49, including vehicles and facilities used to provide intercity passenger bus service.

- Carpool projects, fringe and corridor parking facilities and programs, including electric and natural gas vehicle charging infrastructure, bicycle transportation and pedestrian walkways, and ADA sidewalk modification.
- Highway and transit safety infrastructure improvements and programs, installation of safety barriers and nets on bridges, hazard eliminations, mitigation of hazards caused by wildlife, railway-highway grade crossings.
- Highway and transit research, development, technology transfer.
- Capital and operating costs for traffic monitoring, management and control facilities and programs, including advanced truck stop electrification.
- Surface transportation planning.
- Transportation alternatives --newly defined, includes most transportation enhancement eligibilities. [See separate "Transportation Alternatives" fact sheet]
- Transportation control measures.
- Development and establishment of management systems.
- Environmental mitigation efforts (as under National Highway Performance Program).
- Intersections with high accident rates or levels of congestion.
- Infrastructure-based ITS capital improvements.
- Environmental restoration and pollution abatement.
- Control of noxious weeds and establishment of native species.
- Congestion pricing projects and strategies, including electric toll collection and travel demand management strategies and programs.
- Recreational trails projects.
- Construction of ferry boats and terminals.
- Border infrastructure projects.
- Truck parking facilities.
- Development and implementation of State asset management plan for the NHS, and similar activities related to the development and implementation of a performance based management program for other public roads.
- Surface transportation infrastructure modifications within port terminal boundaries, only if necessary to facilitate direct intermodal interchange, transfer, and access into and out of the port.
- Construction and operational improvements for a minor collector in the same corridor and in proximity to an NHS route if the improvement is more cost-effective (as determined by a benefit-cost analysis) than an NHS improvement and will enhance NHS level of service and regional traffic flow.
- Two eligibilities formerly covered by the repealed Highway Bridge Program (HBP)
 - Construction of a bridge that replaces a low water crossing of any length, a bridge that was destroyed prior to January 1, 1965, a ferry that was in existence on January 1, 1984, or any road bridge rendered obsolete by a Corps of Engineers (COE) flood control or channelization project and not rebuilt with COE funds.
 - Actions to preserve or reduce the impact of a project on the historic integrity of a historic bridge under specified conditions. [§1111; 23 USC 144(f)-(g)]

Highway Safety Improvement Program (HSIP)

The Highway Safety Improvement Program (HSIP) is a core Federal-aid program with the purpose to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned roads and roads on tribal

land. The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads with a focus on performance.

The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads that focuses on performance. A highway safety improvement project is any strategy, activity or project on a public road that is consistent with the data-driven New York State Strategic Highway Safety Plan (NYSSHSP) and corrects or improves a hazardous road location or feature or addresses a highway safety problem.

National Highway Freight Program (NHFP)

The FAST Act establishes a new National Highway Freight Program to improve the efficient movement of freight on the National Highway Freight Network (NHFN).

Generally, NHFP funds must contribute to the efficient movement of freight on the NHFN and be identified in a freight investment plan included in the State's freight plan (required in FY 2018 and beyond). [23 U.S.C. 167 (i)(5)(A)] In addition, a State may use not more than 10% of its total NHFP apportionment each year for freight intermodal or freight rail projects. [23 U.S.C. 167 (i)(5)(B)]

Eligible uses of program funds are as follows:

- Development phase activities, including planning, feasibility analysis, revenue forecasting, environmental review, preliminary engineering and design work, and other preconstruction activities.
- Construction, reconstruction, rehabilitation, acquisition of real property (including land relating to the project and improvements to land), construction contingencies, acquisition of equipment, and operational improvements directly relating to improving system performance.
- Intelligent transportation systems and other technology to improve the flow of freight, including intelligent freight transportation systems.
- Efforts to reduce the environmental impacts of freight movement.
- Environmental and community mitigation for freight movement.
- Railway-highway grade separation.
- Geometric improvements to interchanges and ramps.
- Truck-only lanes.
- Climbing and runaway truck lanes.
- Adding or widening of shoulders.
- Truck parking facilities eligible for funding under section 1401 (Jason's Law) of MAPâ€21.
- Real-time traffic, truck parking, roadway condition, and multimodal transportation information systems.
- Electronic screening and credentialing systems for vehicles, including weigh-in-motion truck inspection technologies.
- Traffic signal optimization, including synchronized and adaptive signals.
- Work zone management and information systems.
- Highway ramp metering.
- Electronic cargo and border security technologies that improve truck freight movement.
- Intelligent transportation systems that would increase truck freight efficiencies inside the boundaries of intermodal facilities.
- Additional road capacity to address highway freight bottlenecks.
- Physical separation of passenger vehicles from commercial motor freight.

- Enhancement of the resiliency of critical highway infrastructure, including highway infrastructure that supports national energy security, to improve the flow of freight.
- A highway or bridge project, other than a project described above, to improve the flow of freight on the NHFN.
- Any other surface transportation project to improve the flow of freight into and out of an eligible intermodal freight facility. [23 U.S.C. 167(i)(5)(C)]
- Diesel retrofit or alternative fuel projects under the Congestion Mitigation and Air Quality Improvement program (CMAQ) for class 8 vehicles.
- Conducting analyses and data collection related to the NHFP, developing and updating freight performance targets to carry out section 167 of title 23, and reporting to the Administrator to comply with the freight performance target under section 150 of title 23. [23 U.S.C. 167(i)(6)]

Federal Transit Administration (FTA)

Section 5303, 5304, 5305 - Metropolitan, Statewide, and Nonmetropolitan Planning Programs

These programs provide funding and procedural requirements for multimodal transportation planning in metropolitan areas and States that is cooperative, continuous, and comprehensive, resulting in long range plans and short-range programs of transportation investment priorities.

The metropolitan funds (5303) are allocated to the urban areas for planning based on a long-standing formula that has not changed.

Section 5307/5340 - Urbanized Area Formula Program

The largest of FTA's grant programs, this program provides grants to urbanized areas to support public transportation. Funding is distributed by formula based on the level of transit service provision, population, and other factors. Total national funding is \$5.1 Billion in FY 2018 which includes the Growing States and High-Density States formula. The program remains largely unchanged with a few exceptions. In addition, the urbanized area formula for distributing funds now includes the number of low-income individuals as a factor. There is no floor or ceiling on the amounts that can be spent on job access and reverse commute activities. Additionally, these funds are not subject to the coordinated planning process or require a solicitation to program the funds.

Eligible activities include:

- Capital projects
- Planning
- Job access and reverse commute projects that provide transportation to jobs and employment, opportunities for welfare recipients and low-income workers
- Operating costs in areas with fewer than 200,000 in population
- Operating costs, up to certain limits, for grantees in areas with populations greater than 200,000, and which operate a maximum of 100 buses in fixed-route service during peak hours (rail fixed guideway excluded)

Section 5309 - Fixed-Guideway Capital Investment Grants

Also known as “New Starts/Small Starts,” this program awards grants on a competitive basis for major investments in new and expanded rail, bus rapid transit (BRT) and ferry systems.

Eligible activities include:

- New fixed-guideways or extensions to fixed guideways (projects that operate on a separate right-of-way exclusively for public transportation, or that include a rail or a catenary system)
- Bus rapid transit projects operating in mixed traffic that represent a substantial investment in the corridor
- Projects that improve capacity on an existing fixed-guideway system

Section 5310 – Enhanced Mobility of Seniors & Individuals with Disabilities

This program provides formula funding to increase the mobility of seniors and persons with disabilities. Funds are apportioned based on each State’s share of the targeted populations and in the FAST Act are apportioned to both State (for all areas under 200,000) and large urbanized areas (over 200,000). The former New Freedom program (5317) is folded into this program. The New Freedom program provided grants for services with disabilities that went above and beyond the requirements of the Americans with Disabilities Act (ADA).

Eligible activities include:

- At least 55% of program funds must be used on capital or “traditional” 5310 projects. Examples include:
 - Buses and vans; wheelchair lifts, ramps, and securement devices; transit-related information technology systems including scheduling/routing/one-call systems; and mobility management programs.
 - Acquisition of transportation services under a contract, lease, or other arrangement. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the Section 5310 program.
- The remaining 45% is for other “nontraditional” projects. Under MAP-21, the program was modified to include projects eligible under the former 5317 program, described as: Capital and operating expenses for new public transportation services and alternatives beyond those required by the ADA, designed to assist individuals with disabilities and seniors. Examples include:
 - Travel training; volunteer driver programs; building an accessible path to a bus stop including curb-cuts, sidewalks, accessible pedestrian signals or other accessible features; improving signage, or way-finding technology; incremental cost of providing same day service or door-to-door service; purchasing vehicles to support new accessible taxi, rides sharing and/or vanpooling programs; and mobility management programs.
- Mobility management is eligible for 100% of 5310 funding.

Section 5337 - State of Good Repair Grants

The FAST act continued a new grant program to maintain public transportation systems in a state of good repair. The program replaces the fixed guideway modernization program under Section 5309. Funding is limited to fixed guideway systems (including rail, bus rapid transit, and passenger ferries) and high intensity bus (high intensity bus refers to buses operating in high occupancy vehicles (HOV) lanes). Projects are limited to replacement and rehabilitation, or capital projects required to maintain public transportation systems in a state of good repair. These funds are announced each year and are subject to fiscal constraint.

Eligible activities include:

- Capital projects to maintain a system in a state of good repair, including projects to replace and rehabilitate: rolling stock; track; line equipment and structures; signals and communications; power equipment and substations; passenger stations and terminals; security equipment and systems; maintenance facilities and equipment; and operational support equipment, including computer hardware and software
- Transit Asset Management Plan development and implementation

Section 5339 – Bus and Bus Facilities

A new formula grant program was established and continued under the FAST Act under Section 5339, replacing the previous Section 5309 discretionary Bus and Bus Facilities program. This capital program provides funding to replace, rehabilitate, and purchase buses and related equipment, and to construct bus-related facilities.

Eligible activities include:

- Capital projects to replace, rehabilitate and purchase buses, vans, and related equipment
- Construction of bus-related facilities

Federal Competitive Grant Programs

The following is a representative, but not exhaustive, list of the types of projects eligible for the non-core (NOT regionally allocated) funding programs. These programs are often competitive and require an application.

GBNRTC staff is available to provide information, necessary forms and applicant assistance. Grant opportunities are announced to members and other interested eligible parties well in advance of deadlines.

Congestion Mitigation and Air Quality Program (CMAQ)

The FAST Act continued the CMAQ program to provide a flexible funding source to State and local governments for transportation projects and programs to help meet the requirements of the Clean Air Act. Funding is available to reduce congestion and improve air quality for areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter (nonattainment areas) and for former nonattainment areas that are now in compliance (maintenance areas).

CMAQ Eligible Projects and Programs:

- Diesel engine retrofits and other advanced truck technologies
- Idle reduction
- Congestion reduction and traffic flow improvements
- Freight and intermodal
- Transportation control measures
- Transit improvements
- Bicycle and pedestrian facilities and programs
- Travel demand management
- Public education and outreach activities
- Transportation management associations
- Carpooling and vanpooling
- Carsharing
- Extreme low temperature cold start program
- Training
- Inspection and maintenance programs
- Alternative fuels and vehicles
- Innovative projects

Recently, the solicitation for CMAQ projects has coincided with that for the Transportation Alternatives Program (TAP), taking place every two years.

Transportation Alternatives Program (TAP)

The FAST Act eliminates the MAP-21 Transportation Alternatives Program (TAP) and replaces it with a set-aside of Surface Transportation Block Grant (STBG) program funding for transportation alternatives (TA). These set-aside funds include all projects and activities that were previously eligible under TAP, encompassing a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to storm water and habitat connectivity.

The FAST Act requires all TA projects to be funded through a competitive process. Eligible applicants include all entities that were eligible to apply for TAP funds. The FAST Act also allows nonprofit entities responsible for the administration of local transportation safety programs to apply.

The following activities when carried out as part of any program or project authorized or funded under this title, or as an independent program or project related to surface transportation are eligible:

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
- Construction of turnouts, overlooks, and viewing areas.
- Community improvement activities, which include but are not limited to:
 - Inventory, control, or removal of outdoor advertising;
 - Historic preservation and rehabilitation of historic transportation facilities;
 - Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
 - Archaeological activities relating to impacts from implementation of a transportation project eligible under title 23.
- Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation
 - To address storm water management, water pollution prevention, vehicle caused wildlife mortality, connectivity among terrestrial and aquatic habitats
- Recreational Trails Program (RTP)
- Safe Routes to School Program (SRTS)
- Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways

Recently, the solicitation for TAP projects has coincided with that for the CMAQ projects, taking place every two years.

Better Utilizing Investments to Leverage Development (BUILD)

The Better Utilizing Investments to Leverage Development, or BUILD Transportation Discretionary Grant program, provides a unique opportunity for the USDOT to invest in road, rail, transit and port projects that promise to achieve national objectives. Previously known as Transportation Investment Generating Economic Recovery, or TIGER Discretionary Grants, Congress has dedicated nearly \$7.1 billion for ten rounds of National Infrastructure Investments to fund projects that have a significant local or regional impact.

The eligibility requirements of BUILD allow project sponsors at the State and local levels to obtain funding for multi-modal, multi-jurisdictional projects that are more difficult to support through traditional USDOT programs. BUILD can fund port and freight rail projects, for example, which play a critical role in our ability to move freight, but have limited sources of Federal funds. BUILD can provide capital funding directly to any public entity, including municipalities, counties, port authorities, tribal governments, MPOs, or others in contrast to traditional Federal programs which provide funding to very specific groups of applicants (mostly State DOTs and transit agencies). This flexibility allows BUILD and partners at the State and local levels to work directly with a host of entities that own, operate, and maintain much of our transportation infrastructure, but otherwise cannot turn to the Federal government for support.

The solicitation for BUILD applications takes place annually.

Infrastructure for Rebuilding America (INFRA)

INFRA (previously known as FASTLANE) advances a grant program established in the FAST Act of 2015 and utilizes updated criteria to evaluate projects to align them with national and regional economic vitality goals and to leverage additional non-federal funding. The program seeks to increase the impact of projects by leveraging federal grant funding and incentivizing project sponsors to pursue innovative strategies, including public-private partnerships.

The INFRA program focuses on economic vitality, leverage (including private sector participation), innovation, and performance. It provides dedicated, discretionary funding for projects that address critical issues facing our nation's highways and bridges. INFRA grants will support fixing our nation's crumbling infrastructure by creating opportunities for all levels of government and the private sector to fund infrastructure, using innovative approaches to improve the necessary processes for building significant projects, and increasing accountability for the projects that are built.

The USDOT will make awards under the INFRA program to both large and small projects. For a large project, the INFRA grant must be at least \$25 million. For a small project, the grant must be at least \$5 million. For each fiscal year of INFRA funds, 10 percent of available funds are reserved for small projects. The INFRA grant program also preserves the statutory requirement in the FAST Act to award at least 25 percent of funding for rural projects.

The solicitation for INFRA applications takes place annually.

Consolidated Local Street and Highway Improvement Program (CHIPS)

The Consolidated Local Street and Highway Improvement Program (CHIPS) was established by the NYS Legislature in 1981. The program provides state funding to municipalities to support the construction and repair of highways, bridges, highway-railroad crossings, and other facilities that are not on the State highway system. These state funds may also be used for the local match portion of federal-aid TIP projects or to supplement federal funding for projects (provide a larger local match).

The applicable rules for the CHIPS Program are contained in Section 10-c of the State Highway Law. Apportionments to municipalities are calculated annually by the New York State Department of Transportation (NYSDOT) according to formulas specified in this section of the Law.

Upon approval of the State Budget, NYSDOT determines each municipality's final CHIPS Capital apportionment for the new State fiscal year and notifies them of the available amount via the letter for the scheduled June payment and a posting to the Capital Apportionment Balances link on the CHIPS website. The 2016-17 New York budget provided \$438 million in direct funding for the CHIPS.

In order to be eligible for CHIPS Capital reimbursement, the capital project must:

- Be undertaken by a municipality
- Be for highway-related purposes
- Have a service life of 10 years or more with normal maintenance or comply with the exceptions below
- Follow the CHIPS Guidelines

PAVE-NY

PAVE-NY was a new program included in the State Fiscal Year (SFY) 2015/16 – 2019/20 State Transportation Plan. It assists municipalities with the rehabilitation and reconstruction of local highways and roads by providing \$100 million annually through SFY 2019-20. Funds are apportioned by NYSDOT based on the ratio of funds each municipality received under the SFY 2016-17 Consolidated Local Street and Highway Improvement Program (CHIPS).

PAVE-NY is available to New York City and all cities, counties, towns and villages that report local roadway mileage to NYSDOT pursuant to the Local Highway Inventory (LHI).

Municipal project sponsors must follow locally adopted street and highway design and construction standards. The American Association of State Highway and Transportation Officials (AASHTO) standards for local streets and highways or NYSDOT highway standards may be used for the design of municipally owned roads.

Eligible project activities include the following:

- Highway Resurfacing: Placement or replacement of a pavement course(s) to enable the existing pavement to achieve its design life and to provide additional strength or to improve serviceability while not degrading safety.

- Highway Reconstruction: A major improvement to the existing roadway structure (including drainage and shoulders). This could include realignment, construction on new alignment, and major widening such as adding one or more lanes.
- The following work is eligible for reimbursement if it is part of a highway resurfacing or highway reconstruction project:
 - New signs
 - New, upgraded, or coordinated traffic signals
 - Intelligent transportation systems (ITS)
 - Traffic calming installations (speed humps, etc.)
 - Guiderail (galvanized) projects
 - Removal or relocation of roadside obstacles
- Pavement grooving

BRIDGE-NY

BRIDGE-NY is a NY State program designed to rehabilitate and replace bridges and culverts statewide. This investment in local transportation infrastructure supports the needs of the traveling public, movement of goods and regional economic competitiveness.

The BRIDGE NY program, administered by the New York State Department of Transportation (NYSDOT), is open to all municipal owners of bridges and culverts. Projects will be awarded through a competitive process and will support all phases of project development. Projects selected for funding under the BRIDGE NY Initiative will be evaluated based on the resiliency of the structure, including such factors as hydraulic vulnerability and structural resiliency; the significance and importance of the bridge including traffic volumes, detour considerations, number and types of businesses served and impacts on commerce; and the current bridge and culvert structural conditions.

The solicitation for BRIDGE-NY applications takes place every two years.